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SECURITY INFORMATION

9 January 1952

MEMORANDUM TO: Assistant Deputy Director/Administration (I&S)
Assistant Director for Communications
Acting Chief, Technical Services Staff
Assistant Director (Personnel)
Chief of Procurement
Chief, Office of General Services
Comptroller
Director of Training
General Counsel
Chief of Administrative Staff - ADD/A
Chief, Audit Office
Chief, Medical Staff

SUBJECT : Overseas Training Pool

Within the next few days, I will receive from the Operations offices (merged OPC and OSO) the personnel requirements in the support field as they presently exist and as they are envisioned for the next six months. These requirements will set forth specifically the type of support personnel needed in the field and are completely separate from such personnel needed at headquarters.

The filling of these requirements will naturally put a drain on experience existing within headquarters. Therefore, in order to forward the satisfaction of such needs, we will set up an Overseas Training Pool, the management supervision of which I shall take personally by the appointment of a single individual, as full time manager, from my staff. This management will naturally not include the training function as such. Its purpose will be to see as to the laying on of procurement for members of such Pool, the seeing as to transfers to succeeding training stages, and the seeing as to the filling of requisitions from the operating offices, either from headquarters experienced personnel or from the training Pool, depending on the nature of the requisitions and the existing capacities of the support offices. If, to fill a given requisition, it is seen best to fill it with a support office experienced officer, then a trainee from the Pool would go into such office to assist in the replacement.

The following specific conceptions are to be additionally governing in respect to the operation of such Pool:

1. The individual procured for the Pool shall carry a parent office label, so that he has the assurance of return to a parent office after his overseas tour of duty.

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2. The grades shall be immaterial, i.e., we will recruit whenever we can in the various respective fields at any level properly negotiated under CS-16. Therefore, there will be no T/O as such.

This conception is fundamental and is set in light of the obvious fact that dynamic situations will always call for varying qualities, and hence, levels of people and will also call for the filling of varying responsibilities.

3. We will prosecute the filling of these overseas jobs in full recognition of the rotation principle, and hence, the parent office label, as noted above.

4. We will put candidates into this Pool only upon their agreement to accept foreign duty.

The above sets forth a conception which I desire to implement immediately, and this brief summary is distributed to you for constructive further suggestions.

[redacted]

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Assistant Deputy Director
Administration

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